MaineCare Medicaid EHR Incentive Program

Meaningful Use Wizard Guide
Last Update: April 23, 2014

Before You Begin:

- Be sure your computer is running the **Windows** operating system (Windows XP or higher). The Wizard does not run on a Mac or any other operating system. Please contact us if you do not have access to a windows system.
- The Wizard is sent to the professional (by email) or to an individual who is authorized to apply on behalf of the professional.
- **Please do not give the Wizard or the link to an unauthorized person.**
- Should you have more questions after reading through the guide there is a FAQ provided on the last page of this document which addresses basic questions
- Data must be entered for each individual provider. The Wizard will track the providers you enter MU data for. You will be able to retrieve the information at any time and if necessary you can update any MU data that we notify you is not correct for that provider. Once the submitted MU has been accepted and submitted for payment that provider will drop out of the wizard as no changes can then be made to the MU data for the program year applied for.

To Install:

1. Click the link provided in the email to download the Wizard.

   *Note: If you have a previous version of the wizard installed on your computer the new version will overwrite the old version; no additional action is required by you except to accept any udates.

Internet Explorer:
- If you are using Internet Explorer you will see a box that allows you to click "run". Click run and the file will automatically start after the download is complete.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

Other browsers:
- Once the Wizard is downloaded you will see a "MUWizardSetup.msi" icon in your "downloads folder".
- Double click on this setup file to run the Wizard installer.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

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- This screen will open asking you to proceed with the installation.

- Simply click the button labeled "Next >" to continue to the next screen.

- You will see the following screen asking you to select where to install the Wizard.
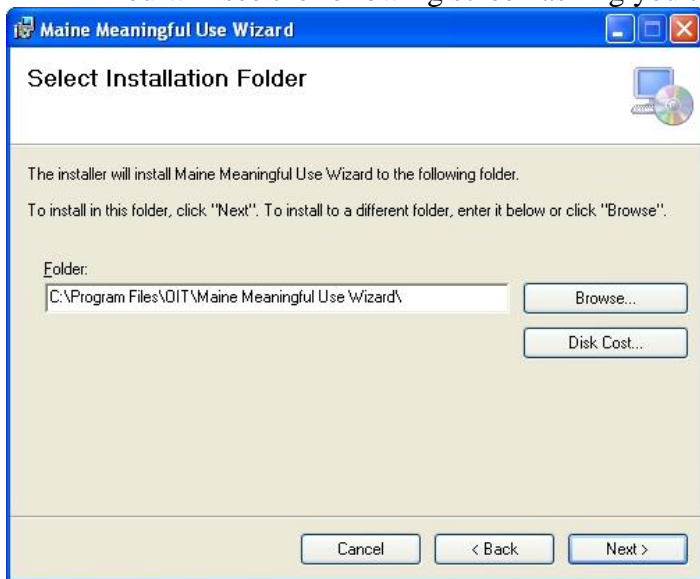
- We recommend you leave everything as default and click the button labeled "Next >" to continue with the installation. This will put a shortcut to the wizard on your desktop.

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- The next screen (shown below) is the confirm installation screen.
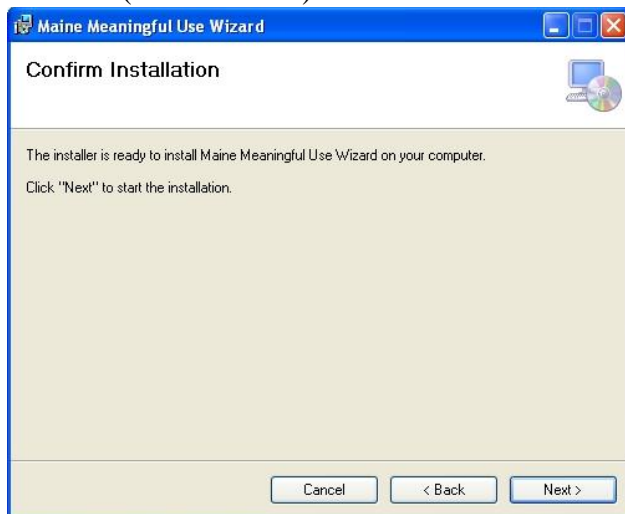
- Click the "**Next >**" button to begin your installation of the Wizard.

- The program will run through the installation and then ask you to close the installer (shown below).
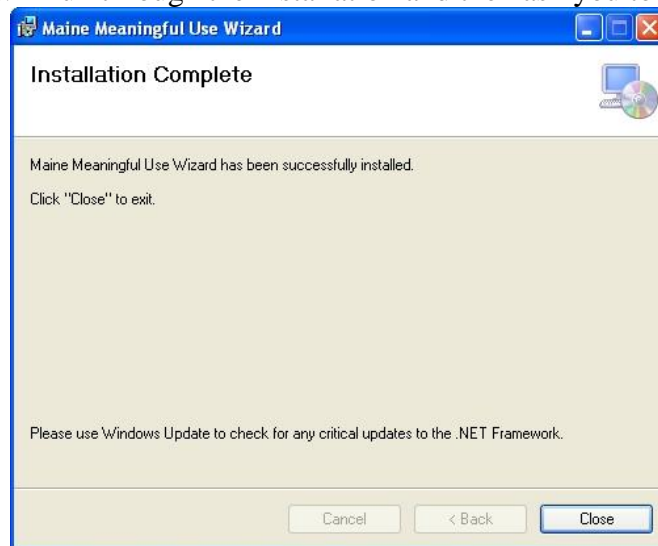
- Simply click the "**Close**" button and the Wizard is installed and ready for use.

- Locate the icon on your desktop that looks like the image below:

- Double click this icon to open and run the Wizard.

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Please note: When you receive the email for each provider with the wizard link and this guide you'll know that the provider has been marked as eligible. You won't be able to enter a provider's NPI and fill in the wizard until the day **after** you receive that email. The wizard will recognize the NPI 1 day after the provider is marked as eligible in our system.

Although you'll receive the wizard email for all providers you only need to download the wizard once. We send out the emails as a check for you to be sure we have not missed marking any of your providers as eligible.

Wizard Updates

- We do updates to the wizard as needed. When you open the wizard you will receive a notice that an update is available you must accept that update to continue. Your computer will ask you to verify that you want to accept the update and you should say yes.
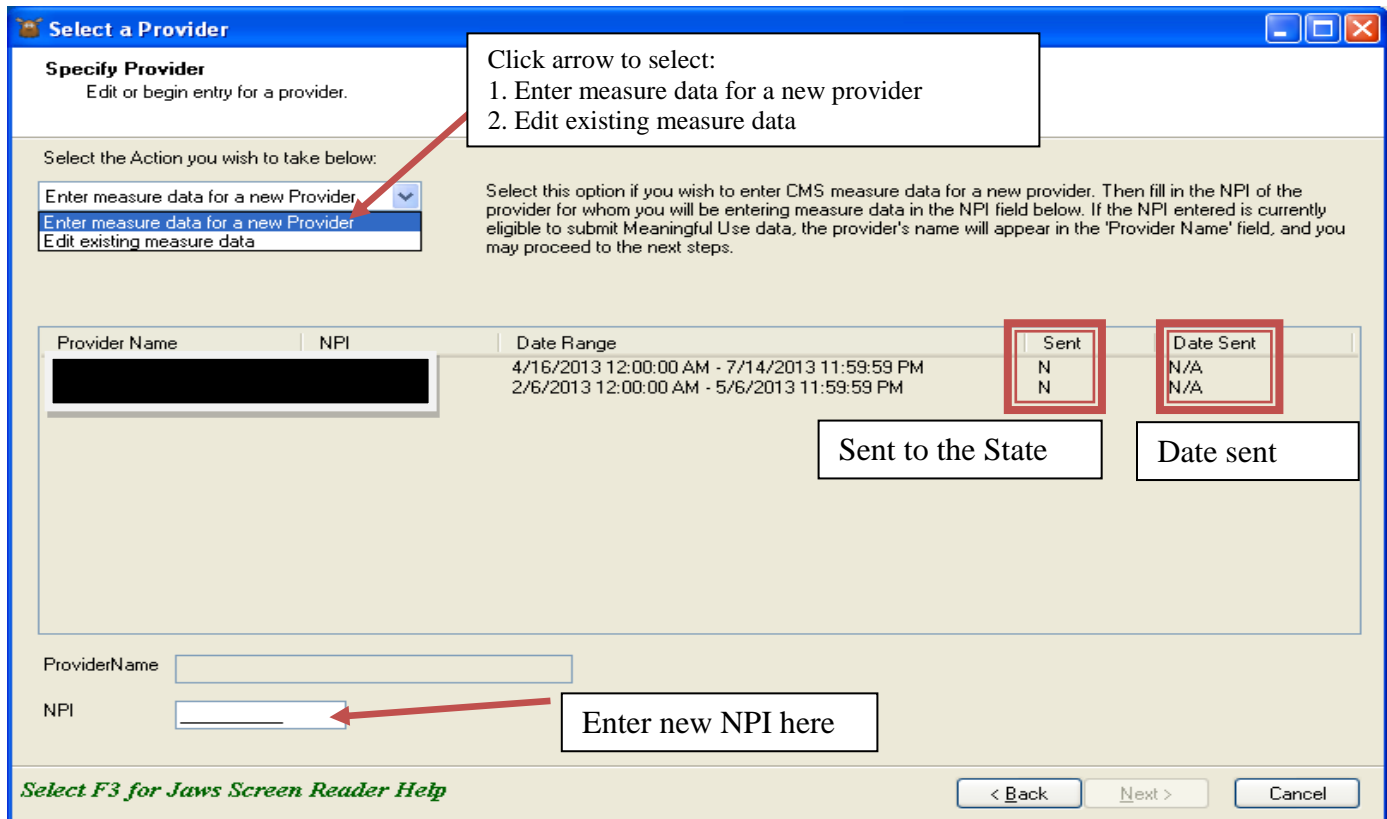
To Enter Data:

- Double click the Moose Icon to bring up the first screen (shown below).
- Provider Selection Screen – be sure to read the information presented on the screens

- Click Next to continue

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This screen will be empty if you are entering your first provider into the wizard. If you have entered providers previously the information will be pre-populated (as shown below) with their name, personal NPI, Meaningful Use date range and if the Meaningful Use data was sent to the State of Maine, the date it was sent.

- This screen will allow you to:
  - 1. Enter a provider for the first time
  - 2. Select a provider you have entered MU data for
- For your first entry you will need to pick from the "Select the Action you wish to take below" – choose - "Enter measure data for a new Provider". (see above) Then,
- Enter the providers personal NPI into the NPI field. The program will check to see if they are eligible for the State of Maine MU program. **Please Note:** it takes a 24 hour period for the provider to be activated in the wizard after they have been marked eligible in the Maine EHR Incentive Program.
- If they are eligible, the program will allow you to click the Next button and it will populate the name field.
- If you need to work on a provider that you have previously put into the wizard they will be listed on the screen. You will need to pick from the "Select the Action you wish to take below" – choose - "Enter existing measure data", then click on the providers name that you would like to work on. (this is only available after you have initially put in data for an eligible provider)

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- If the provider is not eligible you will get a message stating they are ineligible (see screen below).

- This is the message you will receive if the provider was just marked eligible and 24 hours have not passed before attempting to enter the provider. Wait one day and try the NPI again. If the worksheet was submitted and approved and you still cannot enter the provider please contact us.

- If you have not submitted a worksheet to start the application process you will not be able to enter MU data into the wizard. Please notify the EHR helpdesk when you are ready to apply and submit provider's data.

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Select a Provider

Specify Provider
Edit or begin entry for a provider.

Select the Action you wish to take below:

Edit existing measure data

Select this option if you wish to edit and/or resubmit a provider's data. Then select the desired provider from the list below. You may then proceed to the next steps.

Provider Name	NPI	Date Range	Sent	Date Sent
		1/1/2013 12:00:00 AM - 3/31/2013 11:59:59 PM	Y	10/21/2013
		1/1/2014 12:00:00 AM - 3/31/2014 11:59:59 PM	N	N/A
		1/1/2014 12:00:00 AM - 3/31/2014 11:59:59 PM	N	N/A

ProviderName

NPI

If you would like to edit and/or resubmit Meaningful Use Program Year 2014 Stage 1 data for this provider, select 'Next' to continue

Select F3 for Jaws Screen Reader Help

< Back   Next >   Cancel

- When the provider has been marked as eligible, or you are working on a provider that is already listed in the wizard you will see the screen shown above. Please check to be sure that the Meaningful Use **Program Year and Stage** are correct for the provider

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- Be sure the provider's information is correct for the Payment Year, Program year and Stage.
- Click finish to begin entering the providers MU data.

- The screen below is the start of the Meaningful Use Wizard.
- Please be sure to read all the information on this page. There are explanations for the different areas of the wizard as well as links for more information.

- Click the Next> screen to continue

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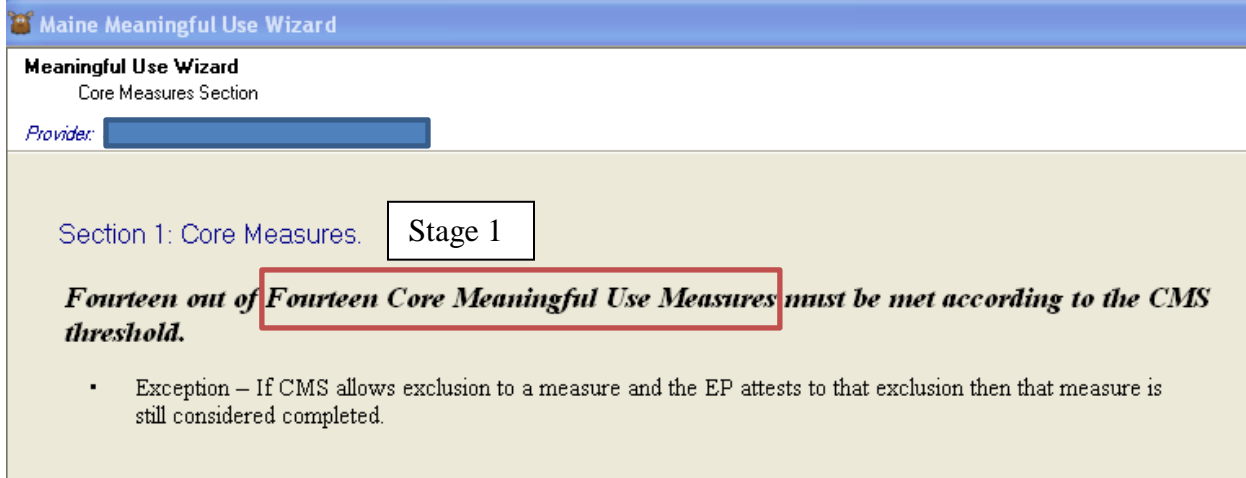Paul R. LePage, Governor   Mary C. Mayhew, Commissioner

- The next screen will be populated with the provider name, NPI, Payment Year, Program Year and the Stage the provider is applying for. You will need to enter the start date for the providers Meaningful Use date range. The program will populate the end date for you based on what program year and stage the provider is eligible for. Please be sure that the data here is accurate for the provider.

- **Please note:** All reporting periods in 2014 will be a **90 day period**. This is for any program year or stage. CMS has done this to allow EHR vendors time to implement the 2014 version of all software. All providers and hospitals must be on 2014 certified software to apply for program year 2014. This includes Stage 1 and Stage 2. If you do not have a 2014 certified version of your software, please contact your vendor. You will not be eligible until the updated software is implemented and the MU data is from 2014 edition certified software. If your vendor does not have a 2014 version available in time for you to apply in 2014 you can apply to CMS for a hardship exception to avoid the Medicare Payment adjustment. Please click here for information on applying for a hardship exception, scroll to the middle of the page.

Maine Meaningful Use Wizard

Enter Date Range
Enter the date range for measure data.

Provider: [ ] (NPI [ ])

Provider Information

Provider Name: [ ]

Please verify this information for each provider

Provider NPI: [ ]

Payment Year: 2

Program Year: 2014

Stage: 2

All reporting periods for 2014 will be 90 days for all submissions – Stage 1 or Stage 2

Date Range for Data   (Program year 2014, Stage 2, MU (year 1) 365 day reporting beginning on the 1st of January)

Start Date: Wednesday, January 01, 2014

End Date: Monday, March 31, 2014

Select F3 for Jaws Screen Reader Help   < Back   Next >   Cancel

- The Jaws Screen Reader Help is available for a sight impaired person that has the Jaws Screen Reader. It is labeled on every screen as shown below, circled in blue. To enable it just push F3 on any screen.

Click the Next> screen to continue

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- When you choose the Stage for each provider the wizard will present the MU required to meet that Stage.
- Example: For Stage 1 you will see the following screen as you start the Core Measures:

Maine Meaningful Use Wizard
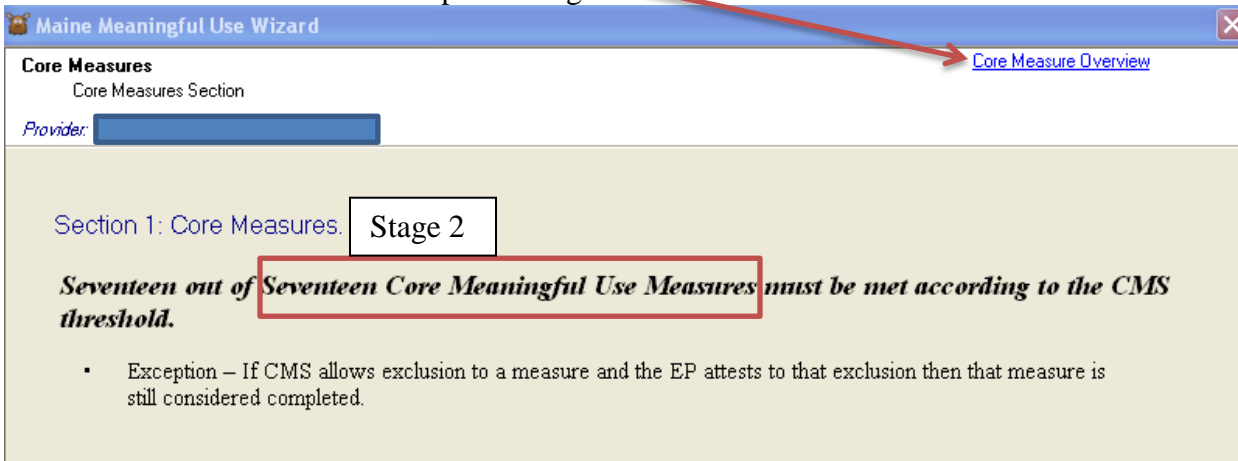
Meaningful Use Wizard
Core Measures Section

Provider:

Section 1: Core Measures. | Stage 1 |

Fourteen out of Fourteen Core Meaningful Use Measures must be met according to the CMS threshold.

- Exception – If CMS allows exclusion to a measure and the EP attests to that exclusion then that measure is still considered completed.

- For Stage 2 you will see the following screen as you start the Core Measures:
  - o Please be sure to click on the Core Measure Overview as this document has a great deal of information that explains Stage 2.

Maine Meaningful Use Wizard

Core Measures   Core Measure Overview
Core Measures Section
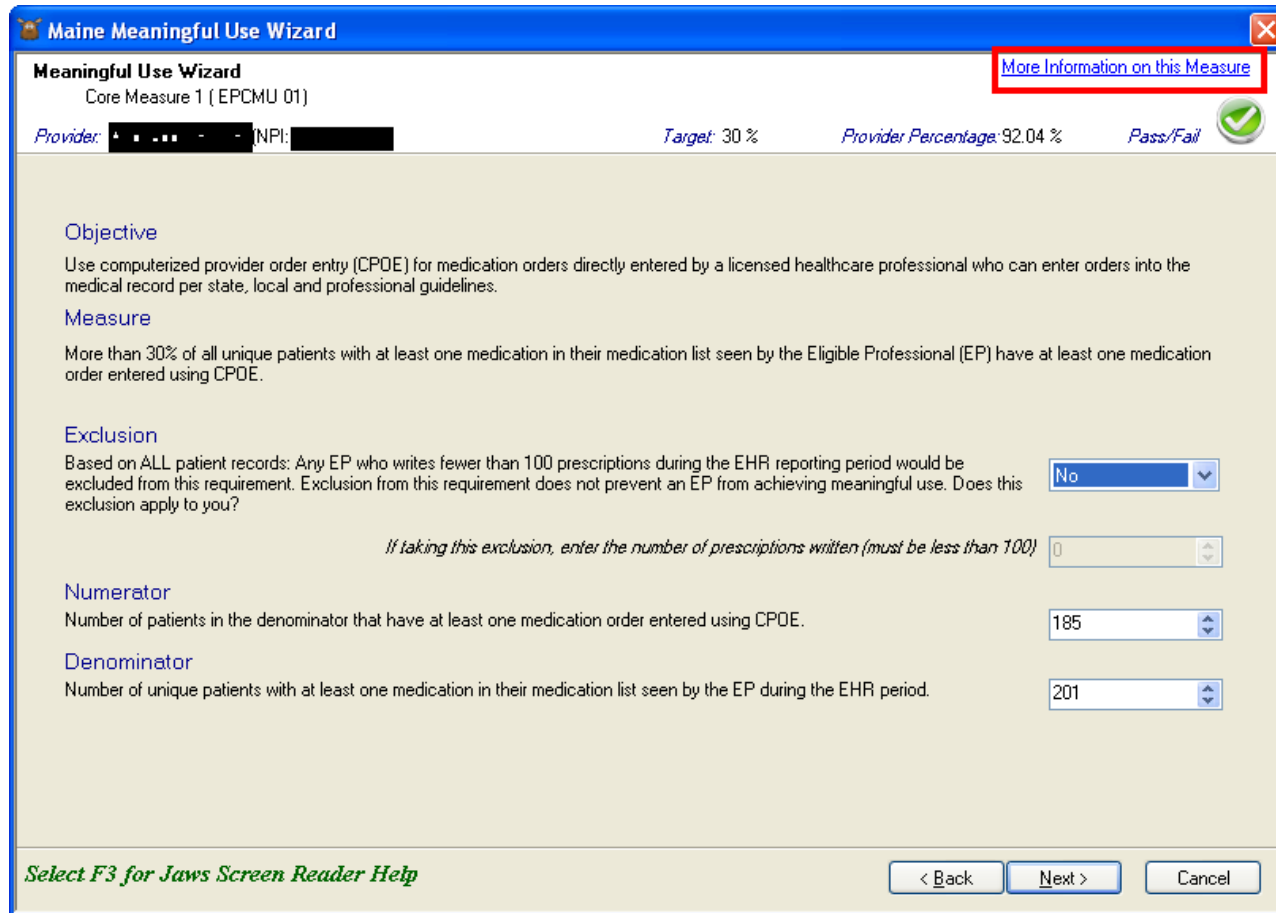
Provider:

Section 1: Core Measures. | Stage 2 |

Seventeen out of Seventeen Core Meaningful Use Measures must be met according to the CMS threshold.

- Exception – If CMS allows exclusion to a measure and the EP attests to that exclusion then that measure is still considered completed.

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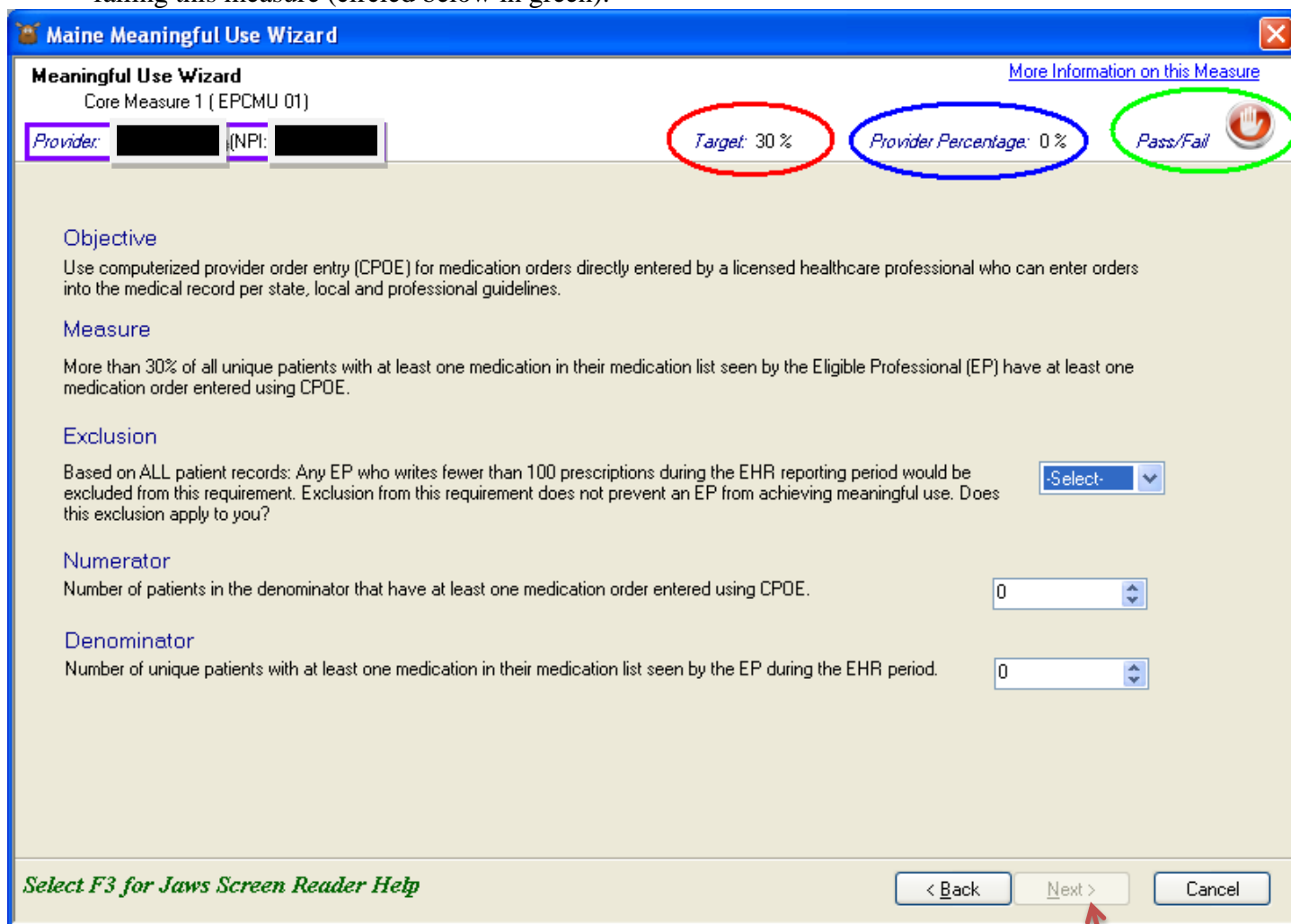Paul R. LePage, Governor   Mary C. Mayhew, Commissioner

For clarification of each measure, there is a link labeled "More information on this Measure". This is located in the upper right corner, shown below, marked in red. By clicking this link (or pushing F1 on your keyboard) you will have a new window open to CMS specification sheets for that measure.

*Note on Saving Data:

With the updated version of the Wizard, you can now save multiple providers' data to review or revise at a later date. If you are working on a provider and need to stop, click the X in the upper right corner of the wizard or click cancel and the Wizard will auto-save the data you've entered. To continue later, reopen the Wizard and select the professional from the list. The system will have the data you've entered and you can now complete the input. The professional will remain in the wizard data base until the MU has been accepted by the State of Maine. Once the data is accepted the professional's name and data will drop out of the wizard as the data cannot be changed once it has been submitted and accepted. If you realize that data needs to be changed after it has been accepted please notify us as soon as possible.

- Throughout the Wizard the top panel will show 3 items: the target requirement for the measure you are currently on (circled below in red), the provider percentage which is the percent achieved based on your input for this measure (circled below in blue), and whether you are currently passing or failing this measure (circled below in green).

- You cannot move to the next screen if you are not meeting the target percentage. If the next button is not enabled (as shown above) then the data you entered is either not meeting the target percentage or is not complete. You will need to review your information to determine what is not correct.

- Continue to follow the on-screen instruction and enter your Meaningful Use data as gathered from your EHR reports. If you have any questions about the measure push F1 on your keyboard (or click the "More information on this measure" in the upper right corner) to open the CMS documentation on that measure.

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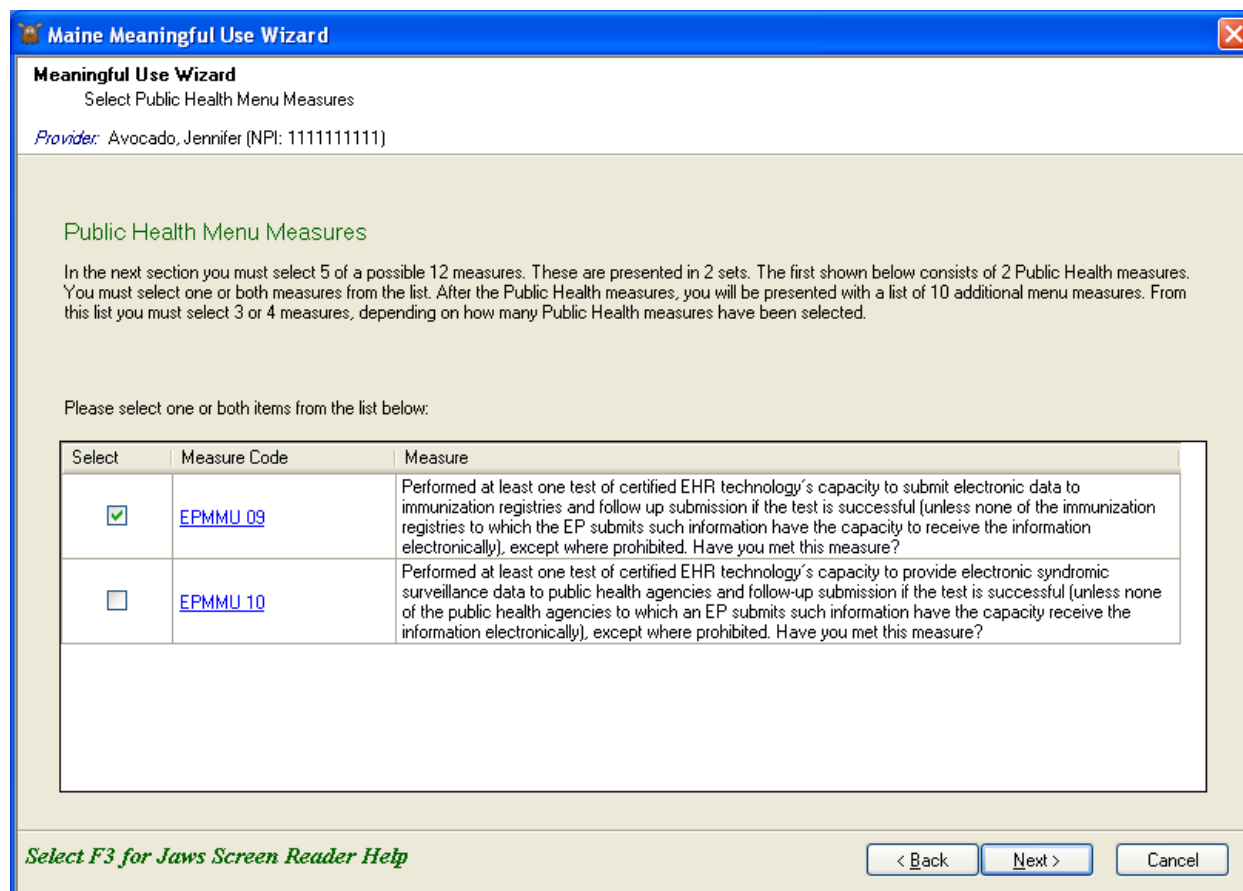
New for 2014 - Meeting Menu Measures

Starting in 2014 for both Stage 1 and Stage 2, meeting the exclusion criteria will no longer count as reporting a meaningful use objective from the menu set. An EP must meet the measure criteria for 5 objectives in Stage 1 (3 objectives in Stage 2) **or** report on the entire menu set through a combination of meeting exclusion and meeting the measure.
Keywords: FAQ10162

Choosing the Public Health Measure for Stage 1

Please note: you will choose **1** public health measure and either complete the requirement or be eligible for the exclusion. In 2014 the public health registry selection has been expanded. The expansion is for providers in Stage 2 but you now have the opportunity to apply for either – the immunization registry or the Syndromic surveillance registry.

Maine Meaningful Use Wizard

Meaningful Use Wizard
Select Public Health Menu Measures

Provider: Avocado, Jennifer (NPI: 1111111111)

Public Health Menu Measures

In the next section you must select 5 of a possible 12 measures. These are presented in 2 sets. The first shown below consists of 2 Public Health measures. You must select one or both measures from the list. After the Public Health measures, you will be presented with a list of 10 additional menu measures. From this list you must select 3 or 4 measures, depending on how many Public Health measures have been selected.

Please select one or both items from the list below:

Select	Measure Code	Measure
☑	EPMMU 09	Performed at least one test of certified EHR technology's capacity to submit electronic data to immunization registries and follow up submission if the test is successful (unless none of the immunization registries to which the EP submits such information have the capacity to receive the information electronically), except where prohibited. Have you met this measure?
☐	EPMMU 10	Performed at least one test of certified EHR technology's capacity to provide electronic syndromic surveillance data to public health agencies and follow-up submission if the test is successful (unless none of the public health agencies to which an EP submits such information have the capacity receive the information electronically), except where prohibited. Have you met this measure?

Select F3 for Jaws Screen Reader Help   < Back   Next >   Cancel

13

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If you have completed the test submission to the Maine CDC you will select "yes" for meeting the measure and then choose "no" for each of the exclusions. See below

---

Maine Meaningful Use Wizard

Meaningful Use Wizard   More Information on this Measure
   Public Health Menu Measure 1 (EPMMU 09)

Provider: Avocado, Jennifer (NPI: 1111111111)   *Pass/Fail* ✅

Objective

Capability to submit electronic data to immunization registries or immunization information systems and actual submission in accordance with applicable law and practice.

Measure

Performed at least one test of certified EHR technology's capacity to submit electronic data to immunization registries and follow up submission if the test is successful (unless none of the immunization registries to which the EP submits such information have the capacity to receive the information electronically), except where prohibited. Have you met this measure?   Yes ▼

Exclusion 1

Based on ALL patient records: An EP who does not perform immunizations during the EHR reporting period would be excluded from this requirement Exclusion from requirements does not prevent an EP from achieving meaningful use. Does this exclusion apply to you?   No ▼
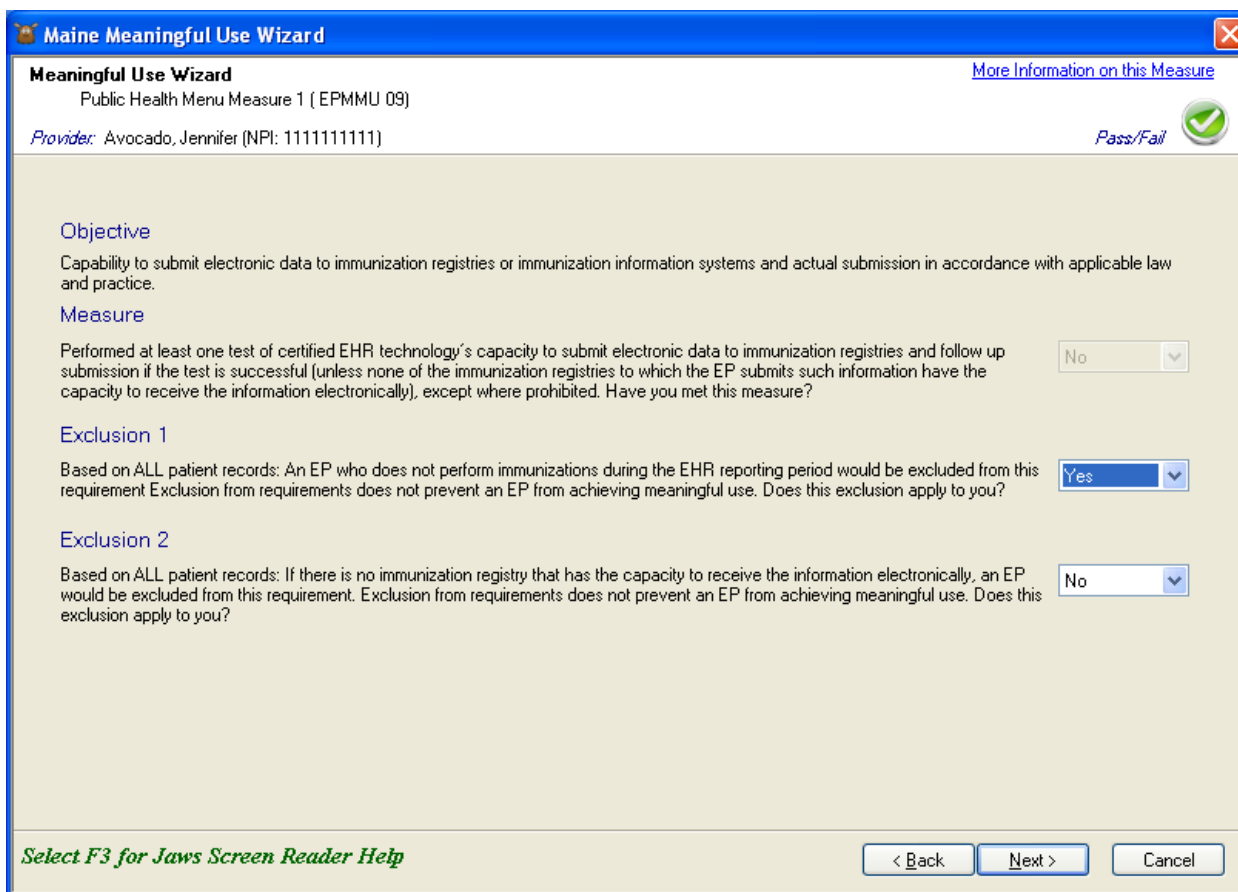
Exclusion 2

Based on ALL patient records: If there is no immunization registry that has the capacity to receive the information electronically, an EP would be excluded from this requirement. Exclusion from requirements does not prevent an EP from achieving meaningful use. Does this exclusion apply to you?   No ▼

Select F3 for Jaws Screen Reader Help   [< Back] [Next >] [Cancel]

If you are eligible for the exclusion because you do not give immunizations:

You will select "no" for the measure and then select "yes" for Exclusion 1, you will select "no" for Exclusion 2

The State of Maine is able to accept submissions to the Immunization registry so exclusion 2 is not an option. Do not choose exclusion 2.

You will now choose 4 other menu measures to meet. **Please note:** beginning in 2014 you cannot count any exclusion toward the total number of menu measure you are required to meet. Stage 1 – 5 menu measures, Stage 2 – 3 menu measures.
If you cannot meet the required number of menu measures then you must answer all 10 menu measures (stage 1) 6 menu measures (stage 2) by meeting or excluding for all the menu measures.

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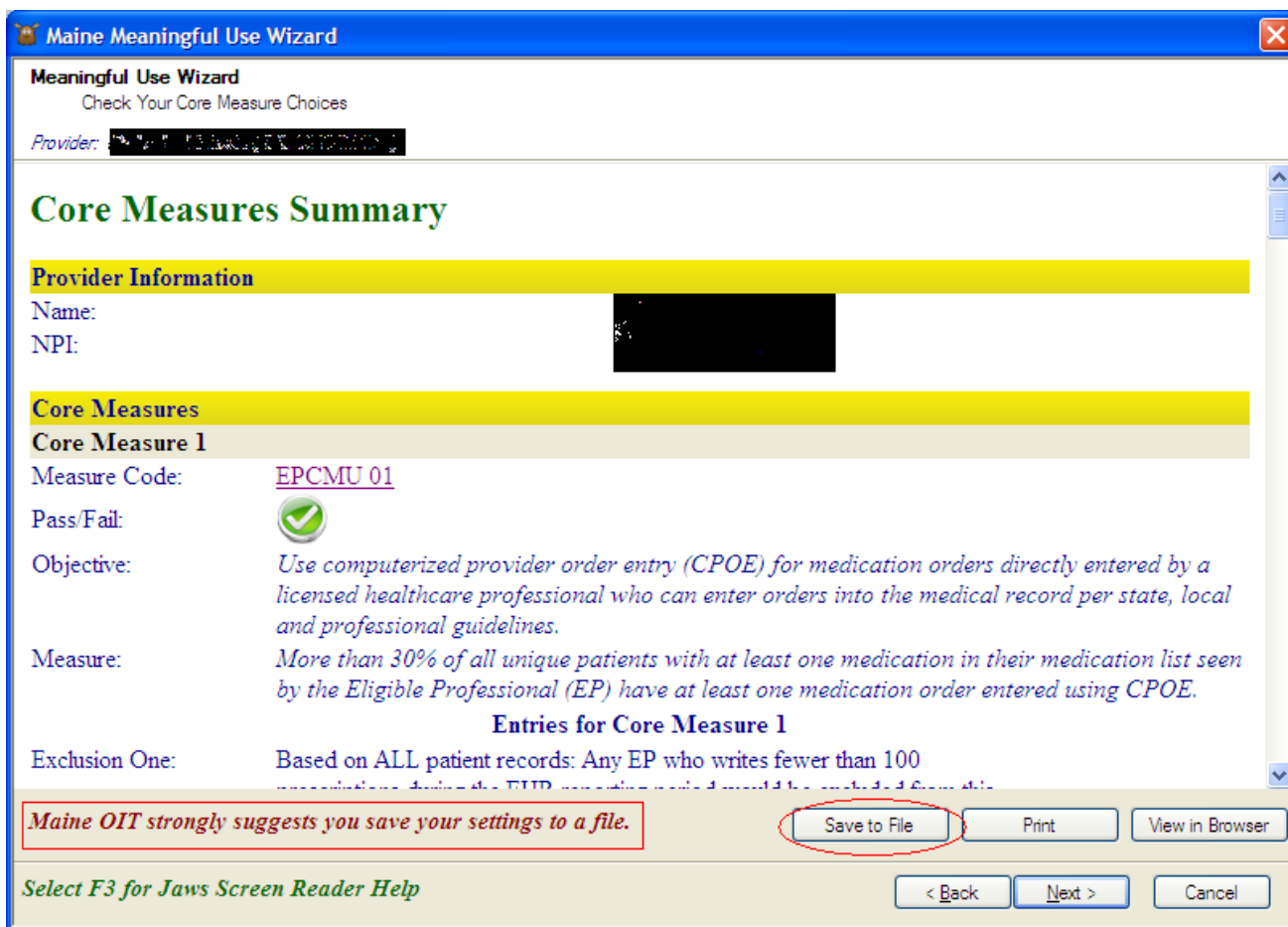Fax (207) 287-2675; TTY (800) 423-4331

Completion & Submission:

- When you have entered all of your data you will reach the summary screen shown below. This is the first of 3 summary screens that contain all your entered data.

    *Note: We recommend you save these files for your records.
    You can also print them if you choose.
    At the bottom of the screen (shown below in red) is the **Save to file** button.

- Once you have saved and/or printed your data on **all 3 summary screens**, click "Next" to continue to the final screen of the Wizard.

- When your information is complete the send button will be visible (as shown below, circled in red).

- Click the "Send" button and your Meaningful Use data will be sent by secure FTP to MaineCare.
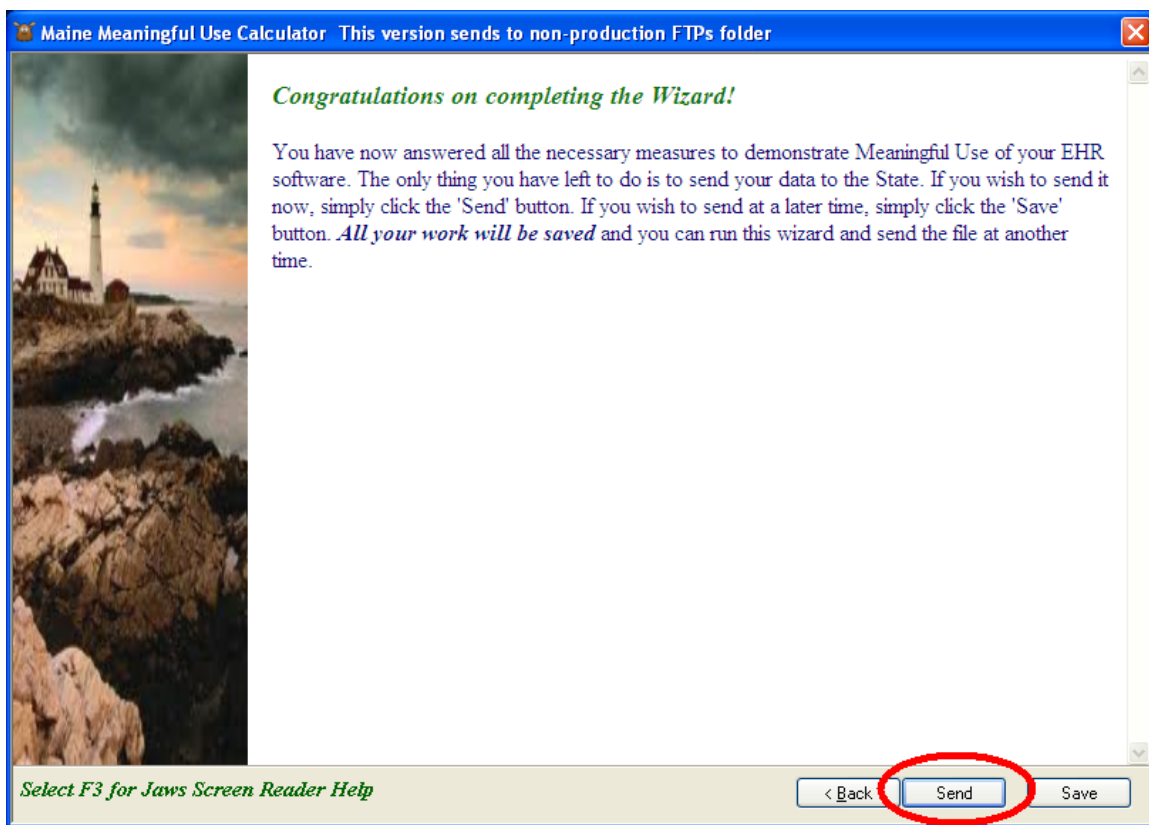
Congratulations, you have completed your submission of Meaningful Use Criteria.

Dawn R. Gallagher
Patti Chubbuck
MaineCare E H R Program Team

If you have any further questions please email the helpdesk:
EhrHelpdesk.DHHS@maine.gov

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Wizard FAQ

Q: Can I submit data for my providers whenever I am ready?
A: Before submitting your MU data, you must submit your Medicaid Eligibility worksheet for the current program year. When that is accepted we will mark the provider as eligible and send out the wizard email. The wizard will not accept the NPI of any provider that has not been marked as eligible in the system.

Q: Does the Wizard support Mac or Linux operating systems?
A: The Wizard requires the Microsoft .NET framework to run and therefore professionals must enter their data on a Microsoft operating system (Windows XP or higher).

Q: Can I save my data and come back to work on it later?
A: With the latest version of the Wizard, you can save multiple professionals to work on later. For example if you start working on Dr. Alpha and want to stop and work on Dr. Beta; simply click cancel in the lower right corner to exit the Wizard. Then open the Wizard again by clicking the Moose icon on your desktop. Select Dr. Beta (or enter his NPI) and begin entering his data. If at any time you wish to return to finish Dr. Alpha's data repeat the actions above - exit using cancel and select "Dr. Alpha" from the list of existing providers.

Q: Can I save data for multiple individuals?
A: Yes, with the latest Wizard version you can, see the above question to learn how.

Q: Is there any way to enter multiple professionals at a time?
A: In this version of the Wizard there is currently no way to enter more than one professional at a time.

Q: Why should I save and/or print my data from the 3 summary screens?
A: This will give you a copy of the information you have submitted to MaineCare which is your only documentation of this event. If you change any data in the wizard and resubmit you will want to have copies of all data sent to the program previously as well as the updated information. Once the submission of meaningful use is accepted the provider's data will no longer be available. Your copies of the data submitted will be your only record.

Email us at EhrHelpdesk.DHHS@maine.gov and we will gladly help you with any questions or problems.